



ANNOUNCEMENT NUMBER 19-12

OPEN TO: All Interested Candidates/All sources

POSITION: Project Management Specialist-Education; USAID/ODC; FSN-11

OPENING DATE: August 27, 2012

CLOSING DATE: September 17, 2012

WORK HOURS: Full-time, 40 hours/week

SALARY: Position Grade: FSN-11

NOTE: *All applicants must have the required work and/or residency permits to be eligible for consideration.*

USAID Locally Engaged Staff (LE Staff) Personal Services Contract positions are open to all residents of Cote d'Ivoire including US Citizens and third country nationals.

Anyone hired under an LE Staff Personal Services Contract position will be paid in accordance with the Local Compensation Plan (LCP). US Minimum Wage applies for US citizens hired to these positions. If the LCP wage is below US Minimum Wage, US citizens will be paid US Minimum Wage.

All applications will be considered on a competitive basis. Veteran's preference and EFM status are not applicable to these positions. US Citizens and Permanent Residents of the US are subject to US Federal and State taxes and local taxes if applicable. It is the responsibility of the incumbent to ensure they are meeting the requirements of their individual situations.

The U.S. Embassy in Abidjan is seeking an **educationist** with experience in **managing development assistance programs** to fill the position of **Project Management Specialist-Education** for USAID/ODC.

***Important:* All Applications and Resumes Must be in English**

BASIC FUNCTION OF POSITION

The Education Project Management Specialist is part of a multidisciplinary team on which the members in charge of various programs must support one another and play interchangeable roles when necessary. S/He must have a working knowledge of the entire Cote d'Ivoire Office of the Development Counselor Education program portfolio, and remain informed of key events in the education sector, including major reform efforts in education or in governance related to education. The Education Project Management Specialist (EPMS) should be adept at preparing and using project/program documentation (task orders, cooperative agreements and grants documents, evaluations, and field trip reports); key reporting documents such as the Operational Plan (OP), Mission Strategy Resource Plan (MSRP), and the Performance Plan and Report (PPR); outstanding implementation issues as well as work plans and M/E plans for the activities that the

position directly manages. S/He maintains working relations with all the implementing partners, takes the lead with the key Embassy officials on education-related reporting, and ensures normal functioning of the education programs through regular monitoring oversight and field visits. The EPMS meets regularly with senior GOCI Ministry of National Education (MNE) officials as well as working level officials to discuss on-going programs, and collaboration in the future.

A copy of the complete position description listing all duties and responsibilities is available at: <http://abidjan.usembassy.gov/pds.html>.

Important Notice: *“Applicants **MUST COMPULSORILY** submit a completed DS-174 form OR a combined DS-174 AND a current curriculum vitae (resume) in English that provides the same information listed in Appendix B and found on the UAE. To view the new form (English version) as well as the instructions for completing it, please click on the following link: http://abidjan.usembassy.gov/how_to_apply2.html*

When submitting your application via email, please always start the subject line with the Vacancy Announcement’s number followed by the position title.

E.g.: VA No.19-12; Project Management Specialist-Education, USAID/ODC.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. **Education (10%):** A graduate (masters or higher level) degree in International Education is highly preferred. However, given the multidisciplinary nature of the position, USAID will consider other degrees in Public Policy, Public Administration, Development Management, or social sciences and humanities.
2. **Prior Experience (25%):** Requires ten (10) years of progressively responsible professional-level experience including six (6) years in managing development assistance programs. At least four years’ experience in the education sector. Field monitoring and evaluation experience is required Prior experience in project design, implementation, and use of complex IT systems for monitoring and evaluation of projects and results/ budget tracking and documentation is desired. Prior experience in coordination with governments, donors, and the private sector in post-conflict settings is important.
3. **Language Proficiency (5%):** Professional-level fluency in both English and French (speaking, writing and reading) is required.
4. **Knowledge (30%):** Position requires in-depth knowledge and understanding of education issues, field program management and oversight capacity. The position also could strongly benefit from knowledge in procedures, regulations, and policies typical to a large government agency such as USAID: this knowledge would be considered a plus; detailed and broad knowledge of development and education issues in Cote d’Ivoire, especially as they pertain to programming education in post-conflict settings, coordination with the government’s ministry of national education, the private sector, and girls’ education; strong knowledge of monitoring and evaluation practices and in particular rolling monitoring practices; clear understanding of reporting procedures such as the Operational Plan, MSRP, and PPR. Must be able to obtain,

analyze, and evaluate complex material; prepare accurate, factual and analytical reports; and provide objective advice. A good understanding of US foreign assistance mechanisms and instruments is preferred. Applicants are asked in their submission to provide examples in their work of meeting this requirement.

5. **Skills and Ability (20%):** Ability to operate in an environment of complex information is required to perform full range of duties. Complexity entails considerable scope in how to perform duties, which can be detailed and cumbersome and involve overlapping tasks and shifting priorities. Ample problem-solving capacity as well as ability for considerable analysis and judgment to find a solution is required. Ability to work with minimum supervision to produce timely results is required. Ability to establish and maintain an extensive range of mid- to high-level contacts with and outside USAID. Ability to work collaboratively as part of a team and interact effectively with senior and working level officials. Applicants must provide evidence in their submissions of their proven ability to solve problems by working effectively in teams and through contacts with officials in diverse organizations. Adequate knowledge of monitoring and evaluation is required.
6. **Specialized Skills (10%):** Skills and ability for active rapid planning are required to meet programming goals on both the short-term and long term basis. Substantial innovation is required in performance of duties. Specifically, the EPMS shall possess high-level specialized technical ability as related to sustainable development methodologies to plan for, implement, monitor and evaluate impact for education programs that USAID is supporting in Cote d'Ivoire. Applicants must provide evidence of having and using these specialized skills in their work, including coordination and cooperation with various partners such as the Ministry of National Education.

SELECTION CRITERIA

Criteria	Weighting in %
1. Education	10
2. Prior Work Experience	25
3. Language Proficiency	5
4. Knowledge	30
5. Skills and Abilities	30
Total:	100

Additional Selection Information:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

TO APPLY

Interested individuals should submit cover letter and curriculum vitae with details of three referees to:

The Human Resources Office

Attention: Recruitment Section
American Embassy, Abidjan
01 B.P. 1712 Abidjan 01
Cote d'Ivoire

Fax: (225) 22-49-41-02 or via email to: AbidjanHR@state.gov

Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

POINT OF CONTACT

The Human Resources Office

Telephone: 22-49-40-00
Fax: (225) 22-49-41-02

CLOSING DATE FOR THIS POSITION: SEPTEMBER 17, 2012

The U.S. Mission in Abidjan provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.